

Job Opportunity

Date: June 3, 2014

Position Title: Judicial Assistant

Salary: \$14.62/hour

Department/Division: Judge Daniel J. Kiley – Criminal Calendar

Location: Central Court Building
201 W Jefferson Street
Phoenix, AZ 85003

Job Requirements: Under general supervision performs administrative and administrative assistant/executive assistant work of average difficulty in support of a Judicial Division.

Comments: Judge Kiley seeks a full-time Judicial Assistant to begin June 30, 2014. This recruitment is ongoing until the position is filled. All interested applicants should email a résumé and cover letter as soon as possible to:

Judge Kiley
C/O Carla Waymire
201 W. Jefferson, Suite 9A
Phoenix, AZ 85003
Fax: 602-372-8647
Email: waymirec@superiorcourt.maricopa.gov
Please include coversheet:
Attn: Carla Waymire

PRIMARY DUTIES OF THE POSITION

Organizes and directs the administrative functions in support of court activities in a traditional courtroom setting or an E-courtroom environment. Sets motions for hearing and trial dates; arranges for interpreters, court reporters, and special assignment and Pro-Tem Judges as necessary; resolves administrative problems; transcribes a variety of letters, memoranda and jury instructions; prepares, maintains and revises daily court calendars; notifies all parties of the dates of proceedings; supervises division support staff, including assisting with selection, training, and evaluation; maintains division personnel, attendance, and performance records; may act as a Bailiff when necessary.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED

Knowledge, Skills, and Abilities: Knowledge of court policies and procedures, legal terminology, office procedures and practices, and the legal requirements for processing court documents. Knowledge of issues pertaining to area of assignment. Ability to understand and follow quickly and accurately brief oral and written instructions. Skills in creating, composing and editing written materials. Skills in the use of personal computers and related software

applications. Ability to maintain a court calendar and work effectively with judges, commissioners, attorneys, court personnel, and the general public.

Minimum Qualifications: High school diploma or GED Certificate with two years experience on a judicial staff in the court system, or three years in a law office, preferably with one year in a lead capacity, or an equivalent combination of education and job-related experience, substituted on a year-for-year basis.